

**DARE COUNTY SCHOOLS  
APPLICATION FOR USE OF SCHOOL FACILITIES**

Today's date: \_\_\_\_\_, 20\_\_\_\_

*Please read front and back of this form. Fill out the form completely.*

Name of Organization: \_\_\_\_\_

Requestor Name: (Print) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Is this a For-Profit Organization? Yes \_\_\_ No \_\_\_

Facility requested (Name of school): \_\_\_\_\_

Specific area requested (please list all) \_\_\_ Auditorium \_\_\_ Gymnasium \_\_\_ Cafeteria \_\_\_ Parking area only  
\_\_\_ Baseball field \_\_\_ Football field \_\_\_ Softball field \_\_\_ Soccer field Ball field lights: Yes \_\_\_ No \_\_\_

Other areas / rooms desired: \_\_\_\_\_

Requested Start Date: \_\_\_\_\_ Day: Su M T W T F S End Date: \_\_\_\_\_ Day: Su M T W T F S

From: \_\_\_\_\_ AM / PM To: \_\_\_\_\_ AM / PM

Total Number of Days: \_\_\_\_\_ Total Number of Hours Per Day: \_\_\_\_\_

Will additional time be needed for set-up/take-down of equipment or cleanup? Yes \_\_\_ No \_\_\_ How long \_\_\_\_\_

Special Equipment Requested: \_\_\_ Sound system \_\_\_ Lighting system \_\_\_ Other (list below)  
\_\_\_\_\_

Describe the event that will take place: \_\_\_\_\_

Number of people anticipated for the event: \_\_\_\_\_

Are you charging a fee for this event? Yes \_\_\_ No \_\_\_ If so, how much? \_\_\_\_\_

**STATEMENT OF FINANCIAL LIABILITY: The Authorized Agent / User hereby agrees to be responsible for payment of all fees assessed for the use of, and fees for damages assessed as a result of, the requested facility use. Proof of liability insurance, if required, shall be provided with this application.**

**X** \_\_\_\_\_  
Signature of Authorized Agent or User

\_\_\_\_\_  
Date

**Requestors must read and sign the Agreement on the back of this page.**

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**NOTICE:  
NO ALCOHOLIC BEVERAGES OR TOBACCO PRODUCTS ALLOWED ON PREMISES**

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**AGREEMENT**

Section 115C-524 of the General Statutes of North Carolina, provides, in pertinent part, that no liability shall attach to any Board of Education individually or collectively for personal injury suffered by reason of the use of school property under a facilities use agreement. It is understood and agreed by and between the parties of this contract that under the doctrine of governmental immunity and said statute, the Dare County Board of Education is exempt from any and all liability for any damage or injury to person or property caused by or resulting from any cause or happening whatsoever. It is further understood and agreed by and between the parties of this contract that the user of school facilities shall have full and complete responsibility for the proper care and use of such facilities and shall be liable to the Dare County Board of Education for any damages to such school facilities resulting from any action of the user or the user's agent, employees, members or invitees during the period of use of such school facilities by the users as approved by the Dare County Board of Education. The user of school facilities under and pursuant to the terms of this contract hereby agrees to indemnify and hold the Dare County Board of Education harmless on account of any property damage or personal injury resulting from the use of said school facilities by user except to the extent otherwise provided by law. It is understood that upon the signing of this contract, all parties involved in stated organization have read, understood and agreed to adhere to the policy entitled "Use of School Facilities." It is further understood and agreed that the organization or individual is responsible for the fees and charges as stated and will be responsible to pay for any damages that may occur during use of the facility.

A damage deposit and /or a certificate of insurance sufficient to protect the board's property and interest may be required prior to use of the facility in accordance with policy #5035. Should such a deposit or insurance certificate be required, the undersigned agrees to provide the full deposit amount or proof of insurance with the completed application for use, prior to use of the facility.

Users of all Dare County Board of Education facilities are prohibited from advertising an event to be held on school property prior to receipt of written approval by Dare County Schools.

I have read, understand and agree to the information provided above:

Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For School Use Only**

The use of this facility / equipment at the time and date requested ..... (WILL) ..... (WILL NOT)  
interfere with any school program or prior commitment. I do hereby .....(DISAPPROVE).....(APPROVE)  
this application. A signed copy of the Use Rider for Sound and Lighting Systems.....(IS)..... (IS NOT) attached.

\_\_\_\_\_  
School Principal or other authorized agent  
Please print and Sign

\_\_\_\_\_  
Date

FEES: Supervision: \_\_\_\_\_

Facility: \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL: \_\_\_\_\_

**NOTICE:**

**NO ALCOHOLIC BEVERAGES OR TOBACCO PRODUCTS ALLOWED ON PREMISES**

## Use of Sound and Lighting Systems

Only authorized persons are allowed to operate the sound and lighting equipment in the auditoriums of Dare County Schools. Each school has appointed a supervisor who is knowledgeable and trained in the use of sound and lighting systems. This supervisor must be present to oversee the use of this equipment. He/She must also approve use by all persons using the equipment. Only authorized persons are allowed in the control booth.

When use of this equipment is authorized, the following steps must be followed and a copy of this signed form must accompany approved facility use request forms.

- 1.) Inspect the equipment for existing damage.
- 2.) Report the condition to the administration or staff prior to your use.
- 3.) You may not use the equipment before you and the staff member agree on the existing condition.
- 4.) Any and all persons who enter the control booth and/or use the equipment must have approval from the administration at the school.
- 5.) The user / organization shall assume all responsibility, financial and otherwise, for returning the equipment to the specific settings that existed prior to their use.
- 6.) If any user-supplied equipment is connected to school system(s) which results in damage to the school's system(s), the user shall be responsible for all costs to service, replace, or repair the school's system(s) to their original condition.
- 7.) Damage caused by volume control shall be the financial responsibility of the user listed on the facilities use form.

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**I have read, understand, and agree to comply with the above stated procedures and expectations. Further, I agree to be responsible for payment of all charges which may be assessed as a result of misuse or unauthorized use of the equipment described above. I understand that all conditions of the Dare County Schools policy #5035 "Use of School Facilities" apply to this request.**

**Sound / Lighting Supervisor:** \_\_\_\_\_  
(at this facility only)

**User name:** \_\_\_\_\_  
**Typed/Printed**

**User signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

Regulation 5035 -R1  
Revised 04/29/16